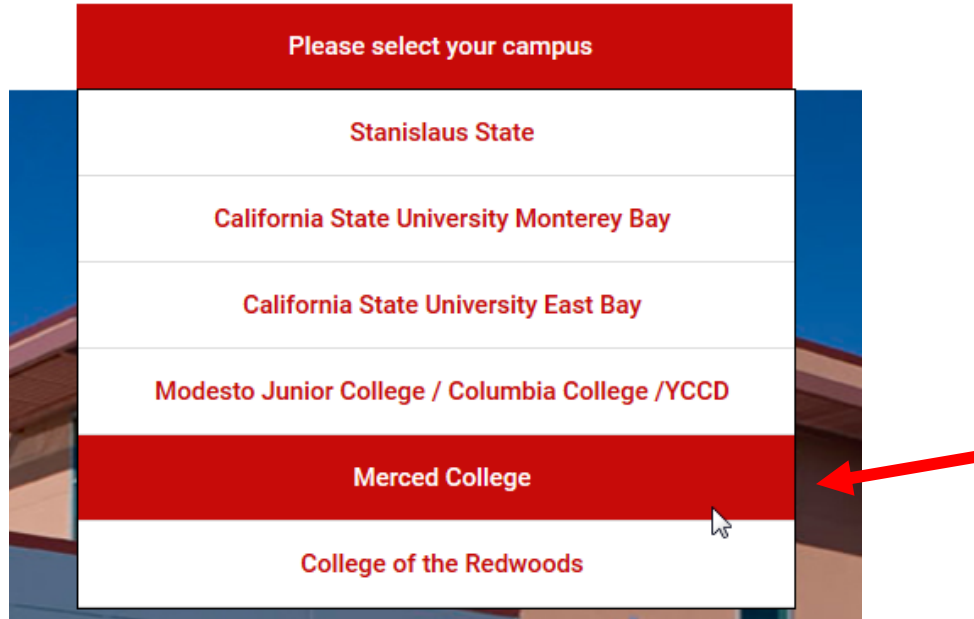


## How to Purchase a Parking Permit on mycampuspermit.com

1. On the Merced College website ([www.mccd.edu](http://www.mccd.edu)), you can find links to **Buy a Permit** on the Student Fees and Campus Police webpages. These links will take to you to [www.mycampuspermit.com](http://www.mycampuspermit.com).

Once on [www.mycampuspermit.com](http://www.mycampuspermit.com), select your campus:



Please select your campus

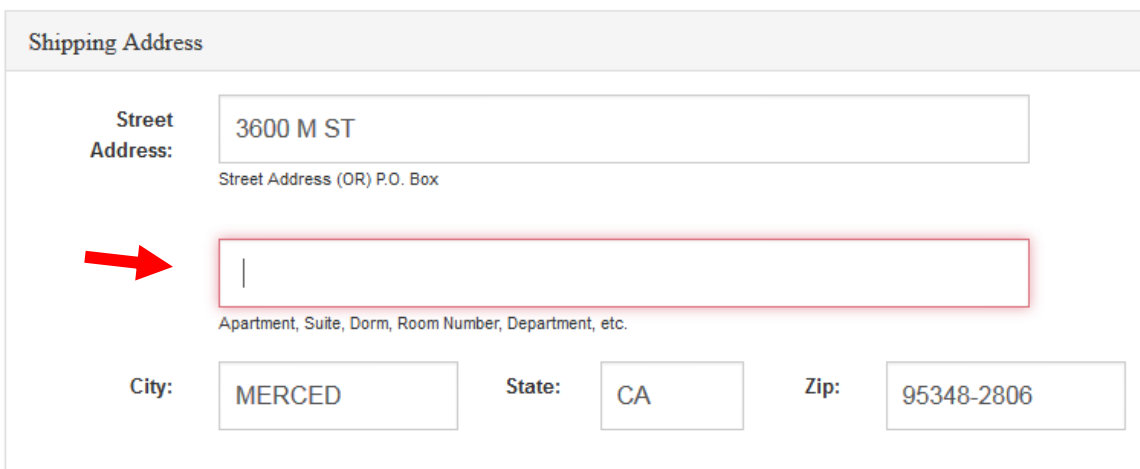
- Stanislaus State
- California State University Monterey Bay
- California State University East Bay
- Modesto Junior College / Columbia College / YCCD
- Merced College**
- College of the Redwoods

2. Click on the “Buy Permit” button or the “Get My Permit” link.

Get My Permit

3. You will be directed to your College domain; Login using your campus login information.
4. Begin filling out the order form. Your shipping address is where your parking permit will be mailed.

**Please note:** If you live in an apartment please input the apartment # on the **2<sup>nd</sup>** address line.



Shipping Address

Street Address: 3600 M ST  
Street Address (OR) P.O. Box

Apartment, Suite, Dorm, Room Number, Department, etc.

City: MERCED State: CA Zip: 95348-2806

- Fill out the automobile and/or motorcycle information. Please include your license plate number, and the make & color of your automobile and/or motorcycle.

When you have finished inputting your vehicle information, press the “Save” button at the bottom of the screen, then press the “Buy a Parking Permit” button.

| Automobile Information |         |              |              |
|------------------------|---------|--------------|--------------|
| License Plate:         | TEST123 | Make: Toyota | Color: White |

| Motorcycle Information |         |            |              |
|------------------------|---------|------------|--------------|
| License Plate:         | LICENSE | Make: Make | Color: Color |

Save
Buy a Parking Permit

- On the next screen, select what you would like to purchase. Permit pricing and options may vary from the screenshot below.

**Available Parking Permits**

| Select                              | Description   | Price   |
|-------------------------------------|---|---------|
| <input checked="" type="checkbox"/> | Student<br><span style="color: red;">18 available!</span><br>Permit is valid from 1/1/17 to 5/31/17<br><br><small>A temporary permit will be available to print and your permit will be mailed to the address of your choice.</small> | \$30.00 |

Order Total: \$30.00

Proceed To Shopping Cart

7. You will have a chance to review your order and enter a promo code if applicable. If your order is correct, click the “Continue to Pay” button. If you would like to cancel or choose other items to purchase, you can click the “Cancel” button or “Back” button. You will need to click on the box agreeing to your campus parking regulations before continuing.

## Review Order

| Cart Content                             |         |
|--|---------|
| Description                              | Price   |
| Student <a href="#">(Add Promo Code)</a> | \$30.00 |
| Total Due \$30.00                        |         |

| Customer Information |                             |
|----------------------|-----------------------------|
| <b>Name:</b>         | Joe Student                 |
| <b>E-mail:</b>       | joe.student@campus.mccd.edu |
| <b>ID #:</b>         | 5555555                     |

| Shipping Information <a href="#">(Edit)</a> |   |
|---|---|
| <b>Address:</b>                             | 123 Any Street<br>MERCED, CA 95348-2806 |

[Cancel](#) [Back](#) [Continue to Pay](#)

8. When you select “Continue to pay” you will be automatically sent to our safe & secure CASHNet website. We accept a variety of credit card options (American Express, Discover, MasterCard, Visa, & JCB). Select the “Credit Card” option to enter your card information.

### Step 1 of 2: PAYMENT METHOD

All fields required unless marked (optional)

Credit Card

9. Click the "Next" button, then check the "Acknowledgement" box to complete the transaction.
10. Your receipt will be automatically emailed to your email address (your campus email address). If you would like a copy of the receipt, you can click on the "Print Receipt" button at the top of the page.

Your receipt has been emailed to [fjpena@live.com](mailto:fjpena@live.com)

Email Another Receipt

View Printable Receipt

You have now successfully ordered your parking permit!  
Delivery of your parking permit will take approximately 7-10 business days.

11. Print your temporary parking permit while you wait for your permit to arrive in the mail.

On the receipt page, click the link "Click here to print a temporary permit for your dash" or log back into your account on [mycampuspermit.com](http://mycampuspermit.com) and select the "My Permits" tab.

[Click here to print a temporary permit for your dash.](#)

It is good for 10 days. Your permanent pass will arrive in the mail within 10 days.

[For directions on how to print your temporary permit click here.](#)

**Please Note:** Place your temporary permit on your vehicle's dashboard until you receive your permit in the mail. Please check the "Valid From" date on your temporary parking permit to see when you can start using your temporary parking permit.